



**Economic Development Authority Board (EDA)
Regular Meeting – Township Hall
Tuesday December 18, 2018
5:15 p.m.**

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES NOVEMBER 20, 2018
5. PUBLIC COMMENT
6. REPORTS
 - A. ISABELLA COUNTY ROAD COMMISSION 2018 PROJECTS AND LINCOLN RD RECAP – PAT GAFFNEY
 - B. ACCOUNTS PAYABLE APPROVAL – NOVEMBER
EAST DDA DISTRICT #248 – **CHECK REGISTER**
WEST DDA DISTRICT #250 - **NONE**
WEST DDA GO DEBT SERVICE #396 – **CHECK REGISTER**
 - C. NOVEMBER FINANCIAL REPORTS: INCOME/EXPENSE STATEMENT; BALANCE SHEET
EAST DDA DISTRICT #248
WEST DDA DISTRICT #250
WEST DDA GO DEBT SERVICE #396
 - D. BOARD MEMBER EXPIRATION MATRIX
 - E. WATER AND SEWER PROJECT PROGRESS REPORT – INFORMATIONAL
7. NEW BUSINESS
 - A. APPROVAL – 2019 EDA MEETING SCHEDULE
8. PENDING BUSINESS
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: JANUARY 15, 2019

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday November 20, 2018**

MINUTES

CALL TO ORDER

Chairman Kequom called to order EDA Board Meeting at 5:20 p.m.

ROLL CALL

Present: Hunter, Kequom, Gunning, Chowdhary, Coyne, Barz

Excused: Figg, Bacon, Johnson, Zalud

Absent: Smith

Others Present: Mark Stuhldreher – Township Manager, Sherrie Teall – Finance Director, Amy Peak-Building Dept. Clerk

APPROVAL OF AGENDA

MOTION by **Barz** SUPPORT by **Coyne** to APPROVE the agenda as amended. MOTION CARRIED 6-0.

APPROVAL OF MINUTES

MOTION by **Gunning** SUPPORT by **Chowdhary** to APPROVE minutes from the October 16, 2018 regular meeting as presented.

MOTION CARRIED 6-0.

PUBLIC COMMENT – None

REPORTS

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

Manager Stuhldreher reviewed the accounts payable for the East DDA.

MOTION by **Coyne** SUPPORT by **Chowdhary** to APPROVE the East DDA payables 10/17/18 – 11/20/18 in the amount of \$21,420.97 as presented. MOTIONED CARRIED 6-0.

Manager Stuhldreher reviewed financial reports.

Financial reports were RECEIVED AND FILED by Chairman Kequom.

Water and Sewer Project Progress Report given by Manager Stuhldreher.

EDA Road Project Cost Compare Report given by Manager Stuhldreher.

MANAGER COMMENTS

- Winterization of irrigation systems have been completed.
- Holiday lights are up along Pickard.
- Light pole that was involved in a February accident, still on order. Will continue to follow up on this.
- Benches along Pickard have all been removed. Plan to be reinstalled by April 2019.

NEW BUSINESS - None

PENDING BUSINESS

Trash receptacles and benches project along Pickard. Discussion held with some concern on broken benches.

Reminder of the next scheduled EDA meeting on December 18, 2018.

Meeting adjourned by Chairman Kequom at 5:59 p.m.

APPROVED BY

Secretary Chowdhary

(Recorded by Amy Peak)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
11/23/2018	248	42 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA	45.29
					2027 FLORENCE	41.20
					4923 E PICKARD	50.53
					4675 E PICKARD	37.72
					4592 E PICKARD #B	24.72
					4592 E PICKARD #A	47.17
					5771 E PICKARD #B	24.86
					5771 E PICKARD #A	60.29
					5770 E PICKARD #B	24.72
					5770 E PICKARD #A	80.35
					5325 E PICKARD	67.44
					2029 2ND	78.39
					5157 E PICKARD #B	24.86
					5157 E PICKARD #A	35.55
					4900 E PICKARD	42.82
						<u>685.91</u>
12/18/2018	248	4059	00072	BLOCK ELECTRIC	REPAIRS FOR CHRISTMAS DECORATIONS	371.76
					REMOVE BANNERS	1,050.00
						<u>1,421.76</u>
12/18/2018	248	4060	00640	WILSON LAWN CARE, INC	SEPTEMBER 2018 MOWING & TRIMMING FREEWAY	1,600.00
					OCTOBER 2018 MOWING & TRIMMING FREEWAY	1,200.00
					AUGUST 2018 MOWING & TRIMMING FREEWAY	1,600.00
						<u>4,400.00</u>
12/18/2018	248	4061	00450	M M I	PARK BENCH/GROUND MAINT - NOV 2018	354.00
12/18/2018	248	4062	00649	THIELEN TURF IRRIGATION, INC.	SERVICE & FIX IRRIGATION SYSTEM ON PICKA	1,945.00
						<u>1,945.00</u>
248 TOTALS:						
Total of 5 Disbursements:						8,806.67

12/11/2018 04:42 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 11/21/2018 - 12/18/2018

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 396 WDDA G/O DEBT CHECKING						
12/18/2018	396	177	00707	WEST D D A	REDUCE TRANSFER TO 396 FUND	<u>6.69</u>
396 TOTALS:						
Total of 1 Checks:						6.69
Less 0 Void Checks:						0.00
Total of 1 Disbursements:						<u>6.69</u>

PERIOD ENDING 11/30/2018

GL NUMBER	DESCRIPTION	YTD BALANCE	2018		YTD BALANCE	% BDGT USED
		11/30/2017 NORMAL (ABNORMAL)	ORIGINAL BUDGET	2018 AMENDED BUDGET	11/30/2018 NORMAL (ABNORMAL)	
Fund 248 - EDDA OPERATING						
Revenues						
Dept 000 - NONE						
248-000-402.000	CURRENT PROPERTY TAX	441,993.16	387,500.00	395,404.00	395,403.52	100.00
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00	(4,000.00)	(4,000.00)	0.00	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	(250.00)	(250.00)	0.00	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	1,860.58	2,000.00	1,000.00	4.57	0.46
248-000-445.000	INTEREST ON TAXES	1,029.32	500.00	500.00	319.66	63.93
248-000-573.000	STATE AID REVENUE-LCSA	55,909.05	30,000.00	50,000.00	55,479.69	110.96
248-000-665.000	INTEREST EARNED	5,751.82	6,300.00	15,000.00	15,894.87	105.97
248-000-671.000	OTHER REVENUE	67.55	100.00	11,100.00	11,355.69	102.30
Total Dept 000 - NONE		506,611.48	422,150.00	468,754.00	478,458.00	102.07
TOTAL REVENUES		506,611.48	422,150.00	468,754.00	478,458.00	102.07
Expenditures						
Dept 000 - NONE						
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	4,069.16	5,570.00	5,570.00	4,816.75	86.48
248-000-801.003	SIDEWALK SNOWPLOWING	375.00	5,500.00	5,500.00	2,350.00	42.73
248-000-801.004	RIGHT OF WAY LAWN CARE	10,000.00	13,000.00	15,500.00	11,740.00	75.74
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	25,874.01	11,200.00	26,600.00	16,316.55	61.34
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	16,318.00	18,000.00	18,000.00	18,067.00	100.37
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	15,140.00	23,600.00	20,000.00	18,612.26	93.06
248-000-826.000	LEGAL FEES	0.00	500.00	500.00	0.00	0.00
248-000-880.000	COMMUNITY PROMOTION	5,000.00	5,000.00	5,000.00	5,000.00	100.00
248-000-900.000	PRINTING & PUBLISHING	246.78	250.00	250.00	0.00	0.00
248-000-917.000	WATER TO IRRIGATION SYSTEM	11,439.00	12,500.00	12,500.00	10,145.04	81.16
248-000-920.000	ELECTRIC/NATURAL GAS	8,503.20	10,500.00	12,000.00	7,771.70	64.76
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,404.25	1,400.00	1,400.00	1,458.03	104.15
248-000-940.000	LEASE/RENT	550.00	700.00	700.00	550.00	78.57
248-000-955.000	MISC.	0.00	0.00	0.00	7.00	100.00
248-000-967.000	PROJECTS	0.00	150,000.00	150,000.00	2,688.00	1.79
Total Dept 000 - NONE		98,919.40	257,720.00	273,520.00	99,522.33	36.39
Dept 336 - FIRE DEPARTMENT						
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	61,665.00	61,600.00	64,000.00	64,013.00	100.02
Total Dept 336 - FIRE DEPARTMENT		61,665.00	61,600.00	64,000.00	64,013.00	100.02
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-967.200	WATER SYSTEM PROJECTS	0.00	0.00	135,000.00	30,753.75	22.78
248-728-967.300	SEWER SYSTEM PROJECTS	0.00	0.00	215,000.00	12,087.00	5.62
248-728-967.400	STREET/ROAD PROJECTS	0.00	0.00	160,000.00	107,043.30	66.90
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00	0.00	510,000.00	149,884.05	29.39
TOTAL EXPENDITURES		160,584.40	319,320.00	847,520.00	313,419.38	36.98

User: SHERRIE

DB: Union

PERIOD ENDING 11/30/2018

GL NUMBER	DESCRIPTION	YTD BALANCE		2018		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2018 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EDDA OPERATING								
TOTAL REVENUES			506,611.48	422,150.00	468,754.00		478,458.00	102.07
TOTAL EXPENDITURES			160,584.40	319,320.00	847,520.00		313,419.38	36.98
NET OF REVENUES & EXPENDITURES			346,027.08	102,830.00	(378,766.00)		165,038.62	43.57

User: SHERRIE

DB: Union

PERIOD ENDING 11/30/2018

GL NUMBER	DESCRIPTION	YTD BALANCE		2018		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2018 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WDDA OPERATING								
Revenues								
Dept 000 - NONE								
250-000-402.000	CURRENT PROPERTY TAX	494,598.66		490,000.00	601,300.00	601,336.22		100.01
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)	(4,000.00)	(139.29)		3.48
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	279.02		600.00	200.00	0.00		0.00
250-000-445.000	INTEREST ON TAXES	219.52		250.00	250.00	86.02		34.41
250-000-665.000	INTEREST EARNED	1,456.31		1,700.00	4,000.00	6,346.86		158.67
Total Dept 000 - NONE		496,553.51		488,550.00	601,750.00	607,629.81		100.98
TOTAL REVENUES		496,553.51		488,550.00	601,750.00	607,629.81		100.98
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	400.00		870.00	870.00	300.00		34.48
250-000-967.000	PROJECTS	0.00		150,000.00	0.00	0.00		0.00
250-000-967.400	STREET/ROAD PROJECTS	300,000.00		0.00	330,000.00	0.00		0.00
Total Dept 000 - NONE		300,400.00		150,870.00	330,870.00	300.00		0.09
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	39,506.00		39,500.00	45,600.00	45,642.00		100.09
Total Dept 336 - FIRE DEPARTMENT		39,506.00		39,500.00	45,600.00	45,642.00		100.09
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-967.300	SEWER SYSTEM PROJECTS	0.00		0.00	200,000.00	24,445.00		12.22
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00		0.00	70,000.00	0.00		0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00		0.00	270,000.00	24,445.00		9.05
Dept 996 - TRANSFER OUT								
250-996-999.396	TRANSFER OUT TO WDDA G/O DEBT SERVICE	260,000.00		272,642.00	272,650.00	272,670.00		100.01
Total Dept 996 - TRANSFER OUT		260,000.00		272,642.00	272,650.00	272,670.00		100.01
TOTAL EXPENDITURES		599,906.00		463,012.00	919,120.00	343,057.00		37.32
Fund 250 - WDDA OPERATING:								
TOTAL REVENUES		496,553.51		488,550.00	601,750.00	607,629.81		100.98
TOTAL EXPENDITURES		599,906.00		463,012.00	919,120.00	343,057.00		37.32
NET OF REVENUES & EXPENDITURES		(103,352.49)		25,538.00	(317,370.00)	264,572.81		83.36

PERIOD ENDING 11/30/2018

GL NUMBER	DESCRIPTION	YTD BALANCE		2018		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2018 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 396 - WDDA G/O DEBT SERVICE FUND								
Revenues								
Dept 000 - NONE								
396-000-665.000	INTEREST EARNED		31.32	30.00	30.00		6.61	22.03
Total Dept 000 - NONE			31.32	30.00	30.00		6.61	22.03
Dept 961 - TRANSFER IN								
396-961-699.250	TRANSFER IN FROM WDDA		260,000.00	272,642.00	272,642.00		272,670.00	100.01
Total Dept 961 - TRANSFER IN			260,000.00	272,642.00	272,642.00		272,670.00	100.01
TOTAL REVENUES			260,031.32	272,672.00	272,672.00		272,676.61	100.00
Expenditures								
Dept 906 - DEBT SERVICE								
396-906-991.000	BOND - PRINCIPAL		32,526.00	31,130.00	31,130.00		31,130.00	100.00
396-906-996.000	BOND - INTEREST		232,474.00	243,870.00	243,870.00		243,870.00	100.00
396-906-996.001	BOND - PAYING AGENT FEES		800.00	800.00	800.00		800.00	100.00
Total Dept 906 - DEBT SERVICE			265,800.00	275,800.00	275,800.00		275,800.00	100.00
TOTAL EXPENDITURES			265,800.00	275,800.00	275,800.00		275,800.00	100.00
Fund 396 - WDDA G/O DEBT SERVICE FUND:								
TOTAL REVENUES			260,031.32	272,672.00	272,672.00		272,676.61	100.00
TOTAL EXPENDITURES			265,800.00	275,800.00	275,800.00		275,800.00	100.00
NET OF REVENUES & EXPENDITURES			(5,768.68)	(3,128.00)	(3,128.00)		(3,123.39)	99.85
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS			1,263,196.31	1,183,372.00	1,343,176.00		1,358,764.42	101.16
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS			1,026,290.40	1,058,132.00	2,042,440.00		932,276.38	45.65
NET OF REVENUES & EXPENDITURES			236,905.91	125,240.00	(699,264.00)		426,488.04	60.99

Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	2,618.05
248-000-002.000	SAVINGS	762,779.17
248-000-003.001	CERTIFICATE OF DEPOSIT	509,023.79
248-000-123.000	PREPAID EXPENSES	1,255.17
Total Assets		1,275,676.18
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	8,120.76
Total Liabilities		8,120.76
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	1,102,516.80
Total Fund Balance		1,102,516.80
Beginning Fund Balance		1,102,516.80
Net of Revenues VS Expenditures		165,038.62
Ending Fund Balance		1,267,555.42
Total Liabilities And Fund Balance		1,275,676.18

Fund 250 WDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	3,082.08
250-000-002.000	SAVINGS	399,757.06
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	606,048.31
Total Assets		1,008,941.15
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	744,368.34
Total Fund Balance		744,368.34
Beginning Fund Balance		744,368.34
Net of Revenues VS Expenditures		264,572.81
Ending Fund Balance		1,008,941.15
Total Liabilities And Fund Balance		1,008,941.15

Fund 396 WDDA G/O DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
396-000-001.000	CASH	6.69
Total Assets		6.69
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
396-000-370.379	RESTRICTED FUND BALANCE	3,130.08
Total Fund Balance		3,130.08
Beginning Fund Balance		3,130.08
Net of Revenues VS Expenditures		(3,123.39)
Ending Fund Balance		6.69
Total Liabilities And Fund Balance		6.69

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Lisa	Cody	11/20/2020
2-Chair	Phil	Squatrito	2/15/2020
3- Vice Chair	Bryan	Mielke	2/15/2021
4-Secretary	Alex	Fuller	2/15/2020
5 - Vice Secretary	Mike	Darin	2/15/2019
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2019
8	Denise	Webster	2/15/2020
9	Doug	LaBelle II	2/15/2019
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Tim	Warner	12/31/2019
2-PC Rep / Vice Chair	Bryan	Mielke	2/18/2021
3-Vice Secretary	Jake	Hunter	12/31/2019
4	Andy	Theisen	12/31/2019
5	Paul	Gross	12/31/2018
Alt. #1	John	Zerbe	12/31/2019
Alt. #2	Taylor	Sheahan-Stahl	2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2018
2	James	Thering	12/31/2018
3	Bryan	Neyer	12/31/2018
Alt #1	Mary Beth	Orr	1/25/2019
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Laura	Coffee	12/31/2018
2	Mike	Lyon	12/31/2018
3	Jay	Kahn	12/31/2018
4	Phil	Mikus	11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2019
2	Richard	Jakubiec	12/31/2019
3	Andy	Theisen	12/31/2019
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2018
2	John	Dinse	12/31/2019
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2019
2	Lynn	Laskowsky	12/31/2021



Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Thomas	Kequom	4/14/2019
2	James	Zalud	4/14/2019
3	Richard	Barz	2/13/2021
4	Robert	Bacon	1/13/2019
5	Ben	Gunning	11/20/2020
6	Marty	Figg	6/22/2022
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2019
9	Vance	Johnson	2/13/2021
10	Michael	Smith	2/13/2021
11	David	Coyne	3/26/2022
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2020
2	Vacant		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Brian	Smith	12/31/2019
Sidewalks and Pathways Prioritization Committee (2 year term)			
#	F Name	L Name	Expiration Date
1 BOT Representative	Phil	Mikus	7/26/2019
2 PC Representative	Denise	Webster	8/15/2020
3 Township Resident	Sherrie	Teall	8/15/2019
4 Township Resident	Jeremy	MacDonald	10/17/2018
5 Member at large	Connie	Bills	8/15/2019



December 18, 2018

DDA Water & Sewer Projects Progress Report

Project Description: Pickard Road Water Main Loop – Pickard Rd. to Summerton Rd. north to Entrance SCIT Water Park/Greensuites

Project Construction: \$276,325

Anticipated Project Schedule:

Engineering: Completed May 2018 - DDA review/ June 2018 meeting

Permitting: 6 - 8 weeks

Bidding: Bids Due 7- 25- 2018 10:00 a.m.

Construction: Commencement within 30 days of Signed Contract or Notice to Proceed/90 calendar days substantial completion & 30 calendar day final completion = 120 days contract

Project Status:

Engineered Drawings and Specifications Commenced/Preliminary Design Completed/Final Design Completed/Construction Contract Awarded

Permits Applied For:

MDEQ Act 399 Permit - Received

Isabella County Road Commission - Applied for May 2018/Rcvd July 27, 2018

Isabella County Soil Erosion - Received

Isabella County Drain Commission - Received

MDOT Permit - application after construction contract award/contractor required for application

Activities Performed During this Reporting Period:

Construction began week of October 22, 2018 - installation and connection of water main completed, water main loop is operational

Activities Planned for Next Reporting Period:

rough cleanup will be completed but majority of final cleanup will be completed in Spring when weather permits

Issues/Resolution:

NA

Project Changes:

NA



December 18, 2018

DDA Water & Sewer Projects Progress Report

Project Description: Pump Station #1 Rehabilitation & Upgrade

Project OPC: \$428,525.00

Anticipated Project Schedule:

Engineering: 100 days/ September 2018

Permitting: 6 - 8 weeks

Bidding: Late 2018 - 30 day bid period

Construction: Spring 2019 - 120 day contract (depending on pump delivery)

Site survey performed by GFA to gather information for design purposes

Engineering Design

 Preliminary Engineering (100%)

 Topo & Easement Survey (100%)

 Final Engineering and Design (awaiting MDEQ review and permitting)

Activities Planned for Next Reporting Period:

Plans and Specifications submitted to MDEQ - MDEQ review & approval

Issues/Resolution:



October 18, 2018

DDA Water & Sewer Projects Progress Report

Project Description: Pump Station #14 - May Street Rehabilitation & Upgrade

Project OPC: \$277,550.00

Anticipated Project Schedule:

Engineering: 45 days/ July 2018

Permitting: 6 - 8 weeks

Bidding: 20 - 30 day bid period

Construction: Fall 2018 - 120 day construction schedule

Site survey performed by GFA to gather information for design purposes

Engineering Design

Preliminary Engineering (100%)

Topo & Easement Survey (100%)

Final Engineering and Design (100%) - Submittal to Township 8-22-2018

Permit submittals (100%)

MDEQ Part 41 Permit - Submitted 8-25-2018/Permit received December 3, 2018

Activities Planned for Next Reporting Period:

Bidding - Bid Opening December 19, 2018 11:00 a.m.

review bids/recommendation for construction contract

Issues/Resolution:

Project Changes:

NA



REQUEST FOR EDA ACTION

To: Economic Development Authority	DATE: December 14, 2018
FROM: Mark Stuhldreher, Township Manager	DATE FOR EDA CONSIDERATION: 12/18/2018
ACTION REQUESTED: Consider approval of the proposed Economic Development Authority meeting schedule for the 2019 calendar year in accordance with the Open Meetings Act.	

Current Action Emergency

Funds Budgeted: If Yes Account #: _____ N/A:

Finance Approval _____ *MDS* _____

BACKGROUND INFORMATION

The Open Meetings Act requires the Economic Development Authority schedule and post the annual meeting schedule prior to the start of the calendar year.

SCOPE OF SERVICES

To set the 2019 Economic Development Authority business meeting schedule.

JUSTIFICATION

Scheduling and noticing the annual meeting schedule alerts the citizens when Economic Development Authority meetings will be held. Additionally, adopting and posting the meeting schedule is required as part of the Open Meetings Act.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed by approving this calendar (From Policy 1.0: Global Ends)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity
- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

RESOLVED that the regular Economic Development Authority meeting dates for the 2019 calendar year through December 31, 2019, scheduled for 5:15 p.m., on the third Tuesday of each month (except as may be noted in the schedule) at Union Township Hall located at 2010 S. Lincoln Road, Union Township, Michigan, are hereby established in accordance with the Open Meetings Act, being MCL15.261, et, Seq., and whereas these meetings are conducted and open to the public as per the attached schedule.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

EDA CHAIR

CHARTER TOWNSHIP OF UNION

Scheduled Meetings for 2019



BOARD OF TRUSTEES: *(Second and Fourth Wednesday of each Month)*

January 9	May 8	September 11
January 23	May 22	September 25
February 13	June 12	October 9
February 27	June 26	October 23
March 13	July 10	November 13
March 27	July 24	November 26 (Tuesday)
April 10	August 14	December 18
April 24	August 28	

ZONING BOARD OF APPEALS: *(First Wednesday of each Month)*

January 2	April 3	July 3	October 2
February 6	May 1	August 7	November 6
March 6	June 5	September 4	December 4

PLANNING COMMISSION: *(Third Tuesday of each Month)*

January 15	April 16	July 16	October 15
February 19	May 21	August 20	November 19
March 19	June 18	September 17	December 17

JOINT MEETING DATE: *(Board of Trustees, ZBA, Planning Commission, EDA, and Sustainability Committee)*

August 27 7:00pm

EDA *(Third Tuesday of each Month)* All meetings begin at 5:15p.m.

January 15	April 16	July 16	October 15
February 19	May 21	August 20	November 19
March 19	June 18	September 17	December 17

SUSTAINABILITY *(Second Tuesday of the Month, Meets Quarterly)* All meetings begin at 4:00p.m.

January 8	April 9	July 9	October 8
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All of the above meetings are to be held at the Union Township Hall, 2010 S. Lincoln Road. All meetings except for the Board of Review, EDA, and Sustainability Committee begin at 7:00 p.m. Minutes and Agendas may be obtained at the Township Hall, during regular business hours. Phone 989-772-4600.